

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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SECRETARY OF THE SENATE
PUBLIC RECORDS

17 OCT 25 PM 2:51

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Global Women's Innovation Network

Travel date(s): Oct 9, 2017 to Oct 11, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$425 Alaska Air Flight (coach class) + \$375 Ground Bus Transportation= Total \$800	\$205/night x 2 nights = \$10 (pretax/fees)	M&IE = \$185* *At per diem rate. Includes \$55.50 for last and first day of travel +\$74	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.)

Meetings, tours, and events provided forum for female leaders in the public and private technology sector to debate and be educated on an array of issues. The program addressed international trade and telecommunications, as well as innovation including virtual reality, women-led inventions, and the future of work and the internet.

10/25/17 Narda M Jones Narda M Jones
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/25/17
(Date)

Maria Conner
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Narda Jones

Employing Office/Committee: Senator Maria C

Private Sponsor(s) (list all): Global WOMen's Innovation Network (GlobalWIN)

Travel date(s): Oct 9, 2017 to Oct 11, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Seattle, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will provide intensive programming and discussion with female leaders in the public and private technology sector. The program will address an array of legislative issues including international trade and telecommunications, as well as innovation including virtual reality, women-led inventions, the future of work and the internet. These are all issues within my portfolio as Commerce Counsel to Senator Cantwell on technology.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/11/17
(Date)

Narda Jones
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Cantwell hereby authorize Narda Jones
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/11/17
(Date)

Maria Cantwell
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Global Women's Innovation Network (GlobalWIN)
2. Description of the trip: As a part of annual programming, GlobalWIN will bring Senate Staffers to Seattle for ~2 days of substantive events around trade, telecoms, innovation & leadership. (see attached)
3. Dates of travel: Monday, October 9, 2017 -- Wednesday, October 11, 2017
4. Place of travel: Seattle, Washington
5. Name and title of Senate invitees: see attached.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
[OR]
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
[AND]
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
[AND]
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

GlobalWIN is organizing and financially supporting all aspects of this trip, including travel logistics, meetings, and panel discussions.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about innovation. Programming on this trip will combine all tiers of GlobalWIN programming by addressing policy issues, fostering bipartisanship, and bringing visibility to women in innovation-drive fields. (see attached.)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

In June 2016, GlobalWIN hosted a Senate Staff Trip to NYC. GlobalWIN also has a record of successful Congressional Delegation trips with staff from the House including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, NYC 2016 and London May 2017. (all in accordance with Ethics Committee rules)

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GlobalWIN is a DC-based nonprofit organization that hosts 1-3 free events per month focused on career development, networking, and policy discussions. The events range in scale from 20 attendees to 100+.

GlobalWIN features Members of Congress, policy advisors, industry experts and female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$425 Alaska Air Flight (coach class) + \$375 Ground Bus Transportation = \$800	\$205/night x 2 nights = \$410 (pre tax/fees)	M&IE = \$185* *At per diem rate. Includes \$55.50 for first and last day of travel + \$74	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) GlobalWIN's Senate Staff Delegation Trip is planned specifically with regard to Congressional participation in the form of Senate Staff from Republican and Democratic offices.

18. Reason for selecting the location of the event or trip

As a U.S. hub for tech, trade, and commerce, with direct flights available from Washington, DC, Seattle was chosen as the location of this trip to discuss all things related to innovation and feature women leaders

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart Street, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The Thompson Seattle was chosen due to its availability, group rate, and proximity to event locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for meals are equal to per diem rates. Lodging expenses slightly exceed the October 2017 per diem rate because the hotel contract was planned and signed in May 2017, prior to the posting of the October 2017 rate. The rate used does align with the October 2016 and September 2017 per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

For efficiency and maximum time in Seattle for programming, the GlobalWIN Senate Staff Delegation will take direct flights on Alaska Air in economy/coach class

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE 2nd Floor, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number:

E-mail Address: helen@helenmilby.com



Global Women's Innovation Network

GlobalWIN Seattle Senate Staff Delegation Trip October 9-11, 2017

Itinerary*

Monday, October 9

8:00 AM EST **Depart on Alaska Airlines Flight 1**

11:05 AM PST **Arrive at Seattle-Tacoma International Airport
17801 International Blvd, Seattle, WA**

11:15 AM **Board Ground Bus Transportation**

30 minute DRIVE

12:00 PM – 1:45 PM **Tour & Presentation on Advancements in Virtual Reality
Oculus, 1531 Utah Ave S, Seattle, WA**

To stay on the leading edge of technological innovation, the world's tech giants, including Facebook, are constantly expanding their operations and trying to tap into new revenue streams, such as virtual reality. During a visit to Oculus, acquired by Facebook in 2014, the delegation will see the latest in virtual reality advancements.

20 minute DRIVE

~2:00 PM—3:00 PM **Hotel Check-In
Thompson Seattle, 110 Stewart St, Seattle, WA**

3:45 PM – 5:00 PM **Welcome Reception & GlobalWIN Introduction by CoFounder Helen Milby
Thompson Seattle, 110 Stewart St, Seattle, WA**

GlobalWIN will kick-off the trip with a Welcome Reception. GlobalWIN's Co-Founder and Executive Director will welcome our Senate Staff Delegation and summarize the schedule in Seattle. Additional details and logistics will be provided by GlobalWIN Senior Director Sarah Mamula.

5:00 PM **Depart on for Evening Programming**

45-60 minute DRIVE

6:00 PM – 8:00 PM **Innovation and Trade Dinner ft. Lori Punke, President of Washington Council on
International Trade
Seattle Location TBA**

International trade touches every corner of Washington State. Walla Walla wines are exported to Japan while Seattle retailers source clothes and shoes from Vietnam; Redmond software is used in France, Spokane lentils are eaten in India, and Everett-assembled airplanes fly around the world. In fact, 40% of Washington jobs are tied to international trade! President of the WCIT, Lori Otto Punke, will join

** Schedule subject to change.*

GlobalWIN for a conversation on trade. Lori leads advocacy efforts to increase Washington's international competitiveness and oversees the management and growth of WCIT. She is also the founder and principal of LOP Strategies. Lori previously held a variety of senior public affairs positions at Starbucks Coffee Company and Microsoft Corporation, and has served as a senior policy advisor to U.S. Senate leadership. Lori earned her B.A. from George Washington University and studied international relations and political science in London and Madrid.

45-60 minute DRIVE

8:45 PM **Return to Thompson Seattle Overnight**
Thompson Seattle, 110 Stewart St, Seattle, WA

Tuesday, October 10

7:45 AM—8:45 AM **Breakfast at Hotel**
Thompson Seattle, 110 Stewart St, Seattle, WA

8:50 AM **Depart Hotel for Programming**

30-40 minute DRIVE

9:30 AM—11:00 AM **Lab Tour of Intellectual Ventures**
Intellectual Ventures, 3150 139th Ave SE, Bellevue, WA

Intellectual Ventures has 87,000 square feet of workspace that includes dedicated photonics, nanotechnology, electronics, environmental testing, metallurgical analysis, physics, chemistry and biology labs, as well as a state-of-the-art instrument shop and mosquito insectary. Intellectual Ventures Laboratory discovers, invents, and develops advanced technology solutions in a wide variety of fields. They focus on the very beginning stages of invention, validating a concept and refining the technology to demonstrate its potential for commercial or humanitarian use.

5 minute DRIVE

11:15 AM—12:45 PM **Tour & Meeting at T-Mobile Innovation Lab**
3625 132nd Ave SE, Bellevue, WA

During this event, GlobalWIN will get a glimpse of T-Mobile's newly-opened Innovation Lab, where the company is hosting 5G trials and doing more device testing. Potential issues of discussion include 5G, Internet of Things, Spectrum and phone optimization.

Commute TBA

1:15 PM—2:45 PM **The Future of Work Presentation ft. LinkedIn**
Location TBA

What does the future of work look like in a digital age? And what can be done to ensure that this new digital economy benefits everyone? Looking at data gathered and published on a monthly basis by LinkedIn, the event will include insights into hiring, skills gaps, and migration trends across the United States.

Commute TBA

3:30 PM—5:00 PM **Innovation Panel Discussion ft. Women Leaders from Amazon**
Amazon Offices, Bldg TBA, 410 Terry Ave N, Seattle, WA

Listed as Fast Company's 'Most Innovative Company of 2017,' our delegation will have the opportunity to meet with top women leaders at Amazon for a discussion on innovation and female leadership at Amazon.

30 minute DRIVE

30
60
90
120
150
180
210
240
270
300
330
360

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
Attachment

2. As a part of its annual programming, GlobalWIN will host an educational trip to Seattle, Washington October 9-11, 2017. GlobalWIN will be bringing 10 Senate Staff Members from Republican and Democratic Offices to Seattle, Washington on Monday October 9th for approximately two days of intensive programming on an array of issues including trade, telecommunications, innovation and female leadership. Our stay Seattle will combine all tiers of GlobalWIN programming and provide participants the rare opportunity to grow professionally, while connecting with experts and leaders outside of Washington, DC.

5. GlobalWIN Delegation Invitees (in no particular order):

1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
6. Cherie Pascoe, Professional Staff, Commerce, Science and Transportation Committee
7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
8. Stacy Rich, Staff Director, Office of Senator Patty Murray
9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
10. Crystal Tully, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
11. Beth Vrabel, Senior Health Counsel, Office of Senator Ron Wyden
12. Elizabeth Falcone, Legislative Director, Office of Senator Mark Warner
13. Greta Peisch, International Trade Counsel, Senate Finance Committee
14. Jamie Susskind, Telecom Legislative Counsel, Office of Senator Deb Fischer
15. Natalie Rogers, Deputy Chief of Staff, Office of Senator Cory Gardner
16. Rita Lari, Judiciary Counsel, Office of Senator Chuck Grassley
17. Scarlet Doyle, Legislative Assistant, Office of Senator Dean Heller
18. Lauren Reamy, Legislative director, Office of Senator Marco Rubio
19. Maria Price, Counsel, Office of Senator Kirsten Gillibrand
20. Jennifer MacLellan, Deputy Chief of Staff, Office of Senator Jeanne Shaheen
21. Emily Spain, Legislative Director, Office of Senator Tom Carper
22. Lara Muldoon, Senior Economic Advisor, Office of Senator Amy Klobuchar
23. Brooke Ericson, Deputy Chief Counsel for Homeland Security, Senate Committee on Homeland Security and Governmental Affairs
24. Susie Quinn, Chief of Staff, Office of Senator Bill Nelson
25. Simone Hall, Legislative Assistant, Senate Committee on Commerce, Science, & Transportation
26. Manisha Singh, Chief Counsel & Senior Policy Advisor, Office of Senator Dan Sullivan
27. Anna Yu, Legislative Assistant, Office of Senator Richard Blumenthal
28. Laura Hatafsky, Legislative Director, Office of Senator Catherine Cortez Masto
29. Susan Wheeler, Chief of Staff, Office of Senator Mike Crapo
30. Lakecia Foster, Economic Policy Advisor, Office of Senator Richard Durbin
31. Anne Knapke, Legislative Director, Office of Senator Amy Klobuchar
32. Katie Jackson, Counsel, Senate Privacy, Technology & Law Subcommittee
33. Robyn Engibous, Deputy Chief of Staff, Office of Senator Dan Sullivan
34. Kathleen Stoughton, Counsel, Senate Committee on the Judiciary

12. GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.

13. Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Global Women's Innovation Network (GlobalWIN)
2. Description of the trip: As a part of annual programming, GlobalWIN will bring Senate Staffers to Seattle for ~2 days of substantive events around trade, telecoms, innovation & leadership. (see attached)
3. Dates of travel: Monday, October 9, 2017 -- Wednesday, October 11, 2017
4. Place of travel: Seattle, Washington
5. Name and title of Senate invitees: see attached.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

[OR]

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

[OR]

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

GlobalWIN is organizing and financially supporting all aspects of this trip, including travel logistics, meetings, and panel discussions.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

In June 2016, GlobalWIN hosted a Senate Staff Trip to NYC. GlobalWIN also has a record of successful Congressional Delegation trips with staff from the House including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, NYC 2016 and London May 2017. (all in accordance with Ethics Committee rules)

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GlobalWIN features Members of Congress, policy advisors, industry experts and female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$425 Alaska Air Flight (coach class) + \$375 Ground Bus Transportation = \$800	\$205/night x 2 nights = \$410 (pre tax/fees)	M&IE = \$185* *At per diem rate. Includes \$55.50 for first and last day of travel + \$74	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) GlobalWIN's Senate Staff Delegation Trip is planned specifically with regard to Congressional participation in the form of Senate Staff from Republican and Democratic offices.

18. Reason for selecting the location of the event or trip

As a U.S. hub for tech, trade, and commerce, with direct flights available from Washington, DC, Seattle was chosen as the location of this trip to discuss all things related to innovation and feature women leaders

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart Street, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The Thompson Seattle was chosen due to its availability, group rate, and proximity to event locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for meals are equal to per diem rates. Lodging expenses slightly exceed the October 2017 per diem rate because the hotel contract was planned and signed in May 2017, prior to the posting of the October 2017 rate. The rate used does align with the October 2016 and September 2017 per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

For efficiency and maximum time in Seattle for programming, the GlobalWIN Senate Staff Delegation will take direct flights on Alaska Air in economy/coach class

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE 2nd Floor, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number:

E-mail Address: helen@helenmilby.com



Global Women's Innovation Network

GlobalWIN Seattle Senate Staff Delegation Trip October 9-11, 2017

Itinerary*

Monday, October 9

8:00 AM EST **Depart on Alaska Airlines Flight 1**

11:05 AM PST **Arrive at Seattle-Tacoma International Airport
17801 International Blvd, Seattle, WA**

11:15 AM **Board Ground Bus Transportation**

30 minute DRIVE

12:00 PM – 1:45 PM **Tour & Presentation on Advancements in Virtual Reality
Oculus, 1531 Utah Ave S, Seattle, WA**

To stay on the leading edge of technological innovation, the world's tech giants, including Facebook, are constantly expanding their operations and trying to tap into new revenue streams, such as virtual reality. During a visit to Oculus, acquired by Facebook in 2014, the delegation will see the latest in virtual reality advancements.

20 minute DRIVE

~2:00 PM—3:00 PM **Hotel Check-In
Thompson Seattle, 110 Stewart St, Seattle, WA**

3:45 PM – 5:00 PM **Welcome Reception & GlobalWIN Introduction by CoFounder Helen Milby
Thompson Seattle, 110 Stewart St, Seattle, WA**

GlobalWIN will kick-off the trip with a Welcome Reception. GlobalWIN's Co-Founder and Executive Director will welcome our Senate Staff Delegation and summarize the schedule in Seattle. Additional details and logistics will be provided by GlobalWIN Senior Director Sarah Mamula.

5:00 PM **Depart on for Evening Programming**

45-60 minute DRIVE

6:00 PM – 8:00 PM **Innovation and Trade Dinner ft. Lori Punke, President of Washington Council on
International Trade
Seattle Location TBA**

International trade touches every corner of Washington State. Walla Walla wines are exported to Japan while Seattle retailers source clothes and shoes from Vietnam; Redmond software is used in France, Spokane lentils are eaten in India, and Everett-assembled airplanes fly around the world. In fact, 40% of Washington jobs are tied to international trade! President of the WCIT, Lori Otto Punke, will join

** Schedule subject to change.*

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
Attachment

2. As a part of its annual programming, GlobalWIN will host an educational trip to Seattle, Washington October 9-11, 2017. GlobalWIN will be bringing 10 Senate Staff Members from Republican and Democratic Offices to Seattle, Washington on Monday October 9th for approximately two days of intensive programming on an array of issues including trade, telecommunications, innovation and female leadership. Our stay Seattle will combine all tiers of GlobalWIN programming and provide participants the rare opportunity to grow professionally, while connecting with experts and leaders outside of Washington, DC.

5. GlobalWIN Delegation Invitees (in no particular order):

1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
6. Cherie Pascoe, Professional Staff, Commerce, Science and Transportation Committee
7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
8. Stacy Rich, Staff Director, Office of Senator Patty Murray
9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
10. Crystal Tully, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
11. Beth Vrabel, Senior Health Counsel, Office of Senator Ron Wyden
12. Elizabeth Falcone, Legislative Director, Office of Senator Mark Warner
13. Greta Peisch, International Trade Counsel, Senate Finance Committee
14. Jamie Susskind, Telecom Legislative Counsel, Office of Senator Deb Fischer
15. Natalie Rogers, Deputy Chief of Staff, Office of Senator Cory Gardner
16. Rita Lari, Judiciary Counsel, Office of Senator Chuck Grassley
17. Scarlet Doyle, Legislative Assistant, Office of Senator Dean Heller
18. Lauren Reamy, Legislative director, Office of Senator Marco Rubio
19. Maria Price, Counsel, Office of Senator Kirsten Gillibrand
20. Jennifer MacLellan, Deputy Chief of Staff, Office of Senator Jeanne Shaheen
21. Emily Spain, Legislative Director, Office of Senator Tom Carper
22. Lara Muldoon, Senior Economic Advisor, Office of Senator Amy Klobuchar
23. Brooke Ericson, Deputy Chief Counsel for Homeland Security, Senate Committee on Homeland Security and Governmental Affairs
24. Susie Quinn, Chief of Staff, Office of Senator Bill Nelson
25. Simone Hall, Legislative Assistant, Senate Committee on Commerce, Science, & Transportation
26. Manisha Singh, Chief Counsel & Senior Policy Advisor, Office of Senator Dan Sullivan
27. Anna Yu, Legislative Assistant, Office of Senator Richard Blumenthal
28. Laura Hatafsky, Legislative Director, Office of Senator Catherine Cortez Masto
29. Susan Wheeler, Chief of Staff, Office of Senator Mike Crapo
30. Lakecia Foster, Economic Policy Advisor, Office of Senator Richard Durbin
31. Anne Knapke, Legislative Director, Office of Senator Amy Klobuchar
32. Katie Jackson, Counsel, Senate Privacy, Technology & Law Subcommittee
33. Robyn Engibous, Deputy Chief of Staff, Office of Senator Dan Sullivan
34. Kathleen Stoughton, Counsel, Senate Committee on the Judiciary

12. GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.

13. Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who

work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

1. *Monthly Policy Events & Annual Innovation Luncheon:* GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.
2. *Career Development:* GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.
3. *Educational Trips & Global Partnership Building:* Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

GlobalWIN will touch on all three of its programming silos by hosting this trip to Seattle, WA. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle fostering an atmosphere of bipartisanship, cooperation and personal network-building. Additionally, this trip will build upon partnerships with GlobalWIN's Seattle network.

As previously stated, this trip aligns with GlobalWIN's mission to provide a vital forum for female leaders to grow personally and professionally, while contributing to key policy debates. The programming reflects the organization's commitment to celebrate and bring visibility to women working in innovation-related fields. GlobalWIN is travelling to Seattle to meet with female leaders in the public and private sector to discuss issues related to innovation including, virtual reality, women-led invention, the future of work, international trade, and Internet of Things/

SUBJECTS



Confirmed Delegates

1. **Reema Dodin**, Floor Director, Democratic Whip, Senator Richard Durbin
2. **Victoria Flood**, Legislative Assistant, Office of Senator Shelley Moore Capito
3. **Meredith Good-Cohn**, Health Research Assistant, HELP Committee
4. **Narda Jones**, Legislative Counsel, Office of Senator Maria Cantwell
5. **Erika Moritsugu**, General Counsel, Office of Senator Tammy Duckworth
6. **Cheri Pascoe**, Professional Staff, Commerce, Science and Transportation Committee
7. **Sydney Paul**, Legislative Counsel, Office of Senator Gary Peters
8. **Stacy Rich**, Staff Director, Office of Senator Patty Murray
9. **Olivia Trusty**, Professional Staff Member, Office of Senator Roger Wicker
10. **Crystal Tully**, Policy Director & Counsel for Communications and Technology, Commerce, Science and Transportation Committee
11. **Beth Vrabel**, Senior Health Counsel, Office of Senator Ron Wyden

Monday, October 9th

6:30 AM **Arrive Ronald Reagan Washington National Airport**
**transportation not provided by GlobalWIN*

7:30 AM **Board Alaska Airlines Flight 1**

8:00 AM	Depart Washington, DC
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11:05 AM **Arrive at Seattle–Tacoma International Airport**
17801 International Blvd, Seattle, WA

11:15 AM **Board Ground Bus Transportation**

30-45 minute DRIVE

12:00 PM—1:45 PM **Oculus Demo & Discussion on Advancements in Virtual Reality**
Facebook Offices
1101 Dexter Ave, Seattle, WA
**Lunch will be provided*

20 minute DRIVE

~2:00PM-3:00PM **Hotel Check-In**
Thompson Seattle
110 Stewart St, Seattle, WA

SECRET

100-443887-100

~15 minute *DRIVE*

Wednesday, October 11

15-25 minute *DRIVE*

11:00 AM	Board Ground Transportation & Depart for Tacoma Intl Airport
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30-45 minute DRIVE

11:45 AM **Arrive at Tacoma Intl Airport**

1:35 PM **Depart on Alaska Airlines Flight 2**

9:41 PM EST **Arrive in Washington, DC**
DCA Ronald Reagan Washington National Airport
**transportation not provided by GlobalWIN*



Delegation

FIRST	LAST	TITLE	OFFICE	EMAIL
Helen	Milby	Co-Founder & Executive Director	GlobalWIN	helen@helenmilby.com
Sarah	Mamula	Senior Director	GlobalWIN	smamula@helenmilby.com
Reema	Dodin	Floor Director	Democratic Whip, Senator Richard Durbin	reema_dodin@durbin.senate.gov
Victoria	Flood	Legislative Assistant	Senator Shelley Moore Capito	victoria_flood@capito.senate.gov
Meredith	Good-Cohn	Health Research Assistant	HELP Committee	meredith_good-cohn@help.senate.gov
Narda	Jones	Legislative Counsel	Senator Maria Cantwell	narda_jones@cantwell.senate.gov
Erika	Moritsugu	General Counsel	Senator Tammy Duckworth	erika_moritsugo@duckworth.senate.gov
Cheri	Pascoe	Professional Staff	Commerce Committee	cherilyn_pascoe@commerce.senate.gov
Sydney	Paul	Legislative Counsel	Senator Gary Peters	Sydney_Paul@peters.senate.gov
Stacy	Rich	Staff Director	Senator Patty Murray	stacy_rich@murray.senate.gov
Olivia	Trusty	Professional Staff Member	Senator Roger Wicker	olivia_trusty@commerce.senate.gov
Crystal	Tully	Policy Director & Counsel for Communications and Technology	Commerce Committee	crystal_tully@commerce.senate.gov
Beth	Vrabel	Senior Health Counsel	Senator Ron Wyden	beth_vrabel@finance.senate.gov

Speaker & Event Contact Details <i>(listed in order of event)</i>	
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Speaker & Event Contact Details <i>(listed in order of event)</i>	
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Oculus Demo + Facebook Tour

Brooke Oberwetter

Manager, External Affairs, Facebook

w: 202.527.9626 | brookeob1@fb.com

Trade Dinner

Lori Otto Punke

(host + speaker)

President, Washington Council on International Trade

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Jaclyn Mason

Consul and Head of Trade & Investment, Dept for International Trade

British Consulate General San Francisco

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Mary-Eve McNerney

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British Consulate General San Francisco

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**for any other quest inquiries, please reach out to Lori Otto Punke directly.*

Lab Tour of Intellectual Ventures

Megan Bettilyon

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Cindi Merifield

President, R2P Strategies

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cindi@r2pstrategies.com

Tour & Meeting at T-Mobile Device Validation

Laura McPherson

Director, Federal Legislative Affairs, T-Mobile

w: 202.654.5949 | Laura.McPherson@T-Mobile.com

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United States Senate

SELECT COMMITTEE ON ETHICS

September 21, 2017

Narda Jones
Office of Senator Maria Cantwell
United States Senate
Washington, DC 20510

Dear Ms. Jones:

This responds to your recent correspondence concerning an invitation you received to travel to the *GlobalWIN Seattle Senate Staff Delegation Trip*, in Seattle, Washington, on October 9-11, 2017, sponsored by the Global Women's Innovation Network (GlobalWIN).¹ GlobalWIN certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*² related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. GlobalWIN has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, GlobalWIN is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such

¹ Based on the information you submitted, the Committee understands that, for an official purpose, you intend to extend your trip in Seattle for less than two days after the conclusion of the officially related events. Your office is responsible for any additional expenses incurred as a result of extending your trip.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ The term "any point throughout your trip" has a specific definition. See *id.* at 2.






































































